



DelDOT – Development Coordination

Email Blast

Subject:

Development Coordination Updates

Effective Date:

3/6/2023

Notice

Development Coordination has some important updates and reminders to share.

1. Electronic Payments **Important*

- a. **ALL** payments for Traffic Signal Revolving Fund agreements, will now be required to be submitted through the PDCA and will take effect immediately.

2. Personnel Update

- a. Jose Quixtan is our new Sussex County Reviewer.
- b. Olayiwola Okesola has accepted a position in another agency and is no longer the Kent County Review Coordinator. (While we are working to fill positions, please direct all project related questions to the appropriate Reviewer.)

3. Document Updates

- a. The [Statewide Plan Review Map](#) and the [Meeting Request Form](#) have been updated accordingly.
- b. A new document ‘[Process for Electronic Payments](#)’ has been added to the Development Coordination webpage to provide guidance for submitting payments through the PDCA.

4. PDCA

- a. We would like to remind everyone that when a document has been uploaded to PDCA for the Engineer/Developers review and/or signature, you must select ‘Accept’ or ‘Request Revision’ within the submission and, if required, provide a document and/or note in order to continue moving forward through the process. Currently this feature exists within these reviews: TIS Scoping Meeting Request, Draft TIS Review Letter, Level II Construction Inspection Agreement, and Letter Agreements.
- b. All PDCA user account requests should be submitted to the subdivision@delaware.gov email box. Please allow two business days for requests to be filled.

If you have any questions, please feel free to contact the Development Coordination Section at 302.760.2266.

**All documents can be found on our Development Coordination Website*

March 6, 2023